

## ATTENDANCE DATA LAYOUT

### Attendance Report (DOE-AT)

Version 03.31.08

#### Purpose

The purpose of this data collection is to gather student attendance information. This attendance information is utilized for several purposes, including calculations in Adequate Yearly Progress (AYP).

#### Audience

This is a required collection for public schools, accredited nonpublic schools, charter schools, and freeway schools.

#### Instructions

Count those students who attended at any time during the academic year **except** for Pre-Kindergarten and Post High School students. Students in these grade exceptions can be submitted but will not be included in the reports or used in any calculations. Summer school attendance is not reported. Report each student at the school(s) he or she attended. All days should be reported as either full (1) or half (.5) day. The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center. The file may be any of the formats contained in this document. This file must contain all the fields in the order described in the data layout below.

As you are aware, the Attendance data collection occurs at the end of the school year and access to staff that can assist with the accuracy of the data may not be available. To assist with resolving this issue, a **trial period** will occur **April 1, 2008 - May 30, 2008**. In previous years the required collection period started in June and would remain open until school resumed in the fall primarily because of conflict resolution (See conflict resolution below), one of the busiest times of the year. The DOE-AT collection resulted in a six (6) month window of collection which is neither efficient nor acceptable by all stakeholders. It is highly recommended that all public schools, accredited nonpublic schools, charter schools, and freeway schools participate during this trial period. This period will increase the contact time for **resolving conflicts** between one or more schools. To minimize issues during the trial period some of the features found in the Application Center will not be available during this period; such as the Attendance report with the calculation of attendance rate and data transfer warnings or errors on days between beginning and ending dates. Field values of BOS and EOS for Beginning Date and Ending Date, fields 3 and 4, will be taken from the 07-08 calendar submitted in May/June of 2007 instead of the "actual" school calendar as it occurred at the end of 07-08 which each corporation will update along with the Certification of Instructional Days in June. Conflict resolution will function as described below however; the data must be corrected locally before submission during the required collection period. All data submitted during this **trial period will be deleted at the end of the day May 30, 2008**. The attendance data is of critical importance as it is used in determining Adequate Yearly Progress (AYP).

The **required collection period** will begin on **June 2, 2008**, and last until **July 3, 2008**, which is the **final** date for submission. The Certification of Instructional Days form must be completed before submitting data during this collection period. Deleting attendance records can be done on the STN Lookup under Student Detail, on the Attendance Input Form, and under Collection Management to delete all records. During the collection period you are required to submit the file, review the processing results of the file for errors, and review the attendance reports in the Message Center for accuracy. Aggregated reports are provided for you under Data Verification> Reports and should be reviewed by the responsible person(s). Copies of the reports should be kept on file. If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on **July 3, 2008**, or five (5) business days after the last day of school for students, whichever is later.

The **Certification of Instructional Days for Accreditation**: The DOE-CID <https://dc.doe.state.in.us/DOEOnline/CID/login.aspx> must be completed for all regularly accredited schools. The due date is no later than **June 13, 2008**; however, the CID must be completed **before submitting data during the required collection period**. Please contact Gary Wallyn at 317-232-9060 for accreditation questions regarding the Certification of Instructional Days.

#### Conflict Resolution Instructions

Conflicts occur when two or more schools submit records for the same STN within the same beginning and ending dates. Any record that creates a conflict will cause the removal of **ALL** records with that STN from the DOE-AT including the records submitted by any other school. In the Message Center, under Conflict Resolution, the school will be able to view what records are in conflict and who the other schools are that are reporting data for this STN. If you believe the record you submitted is not in error, contact the other school to resolve the conflict. Upon resolution, AT records can be deleted or edited on the Conflict Resolution Page by the submitting school or corporation. When the conflict is resolved by deleting the record or changing the dates, any existing records will be placed back into the DOE-AT database. AT records can also be deleted or edited in the Attendance Input form and the Student Detail under the STN Lookup. It is important that you review and resolve the conflicts whenever possible during the **required collection period** of the DOE-AT. Records remaining in conflict will not be counted in **ANY** school totals in the Attendance reports.

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### Attendance (AT) Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID  <b>Required Field:</b> YES	School building where the student enrolled
2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student  <b>Required Field:</b> YES	Nine (9) character Student Test Number (STN)
3	Beginning Date	8 or 10	First day of school or date of latest enrollment if it is after the start of the school year for this student.  <b>Allowable Date Formats Are:</b> MMDDYYYY, MM/DD/YYYY, and BOS Where: MM = Month (01 - 12) DD = Day (01 - 31) YYYY = Year (2005 - 2006) BOS = Populate with beginning of school date  <b>Required Field:</b> YES	Dates will be checked to ensure they are valid calendar dates.  If the field contains BOS then the first day of school for the reporting school will automatically be populated by DOE based on the corporation calendar (DOE-CL) submitted to DOE. See Reference section.
4	Ending Date	8 or 10	Last day of school or the withdrawal date for this student if it is prior to the end of the school year.  <b>Allowable Date Formats Are:</b> MMDDYYYY, MM/DD/YYYY, and EOS Where: MM = Month (01 - 12) DD = Day (01 - 31) YYYY = Year (2005 - 2006) EOS = Populate with end of school date  <b>Required Field:</b> YES	Dates will be checked to ensure they are valid calendar dates.  If a beginning date is given and this field is EOS then the last day of school for the reporting school will automatically be populated by DOE based on the corporation calendar (DOE-CL) submitted to DOE.
5	Days Attended	5	Total days in attendance during the begin date/end date period.  <b>Allowable Numeric Formats Are:</b> NNN.D Where: NNN = Whole Number (001–200) D = Decimal Number (0 or 5)  <b>Required Field:</b> YES	Examples: 10 10.0 10.5  See Scenario #4 for Kindergarten students who attend ½ days.  See Scenario #9 and reference section for compulsory attendance exceptions  Note: The days attended are NOT the total days of instruction for the school, but total days attended by the student.
6	Excused Days Absence	5	Total days of excused absence during begin date/end date period.  <b>Allowable Numeric Formats Are:</b> NNN.D Where: NNN = Whole Number (000–200) D = Decimal Number (0 or 5)  <b>Required Field:</b> YES	Examples: 10 10.0 10.5
7	Unexcused Days Absence	5	Total days of unexcused absence during begin date/end date period.  <b>Allowable Numeric Formats Are:</b> NNN.D Where: NNN = Whole Number (000–200) D = Decimal Number (0 or 5)  <b>Required Field:</b> YES	Examples: 10 10.0 10.5 This is an absence not authorized by local administrator or corporation rule. Out-of-school suspension or expulsion is not an unexcused absence or violation of the compulsory school attendance law IC 20-33-8-31  See Scenario #8

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Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
8	Grade Level	2	<p><b>Allowable Codes Are:</b></p> <p>PK = Pre-Kindergarten            KG = Kindergarten            01 = Grade 1            02 = Grade 2            03 = Grade 3            04 = Grade 4            05 = Grade 5            06 = Grade 6            07 = Grade 7            08 = Grade 8            09 = Grade 9            10 = Grade 10            11 = Grade 11            12 = Grade 12            13 = Post High School</p> <p><b>Required Field: YES</b></p>	Pre-Kindergarten and Post High school attendance is not required. Data submitted for these grade levels will not be rejected and not counted in the attendance rate.

### References:

AYP: <http://www.doe.state.in.us/asap/welcome.html>  
DOE-CL Corporation Calendar: <http://www.doe.state.in.us/htmls/doecl.html>.  
IDOE Data Calendar: <http://www.doe.state.in.us/htmls/datacalendar.html>  
Certification of Instructional Days: <https://dc.doe.state.in.us/DOEOnline/CID/login.aspx>  
DOE-DM Dropout and Mobility: <http://www.doe.state.in.us/stn/welcome.html>  
DOE-STN Lookup data layout  
Attendance laws: 511 IAC 1-3-3  
Compulsory Attendance Exceptions: IC 20-33-2-14 – Service as a page in the General Assembly  
IC 20-33-2-15 – Participation in an election  
IC 20-33-2-16 – Subpoena to appear in court  
IC 20-33-2-17 – Duty with the National Guard

## Example Data File Formats

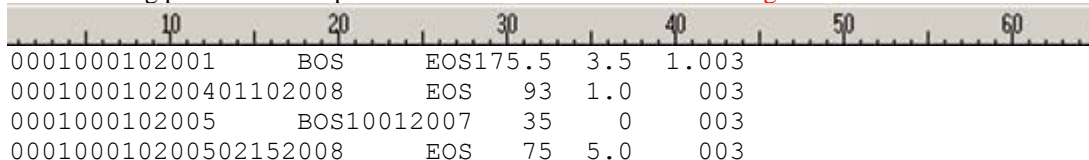
The following section contains example data files in the allowed comma delimited, positional, and XML formats.

## Comma Delimited Format

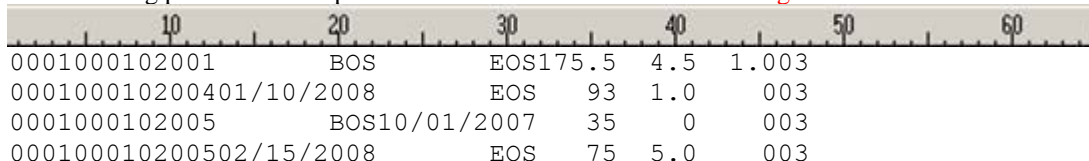
```
0001,000102001,BOS,EOS,175.5,3.5,1.0,03
0001,000102004,01102008,EOS,93,1,0,03
0001,000102005,BOS,10012007,35,0,0,03
0001,000102005,02152008,EOS,75,5,1,03
```

## Positional Format

The following positional example shows dates that are 8 characters long and do not contain the ‘/’ character.



The following positional example shows dates that are **10 characters long** and contain the ‘/’ character.



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### E(x)tensible Markup Language (XML) Format

```
<XIF_ATData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000102001">
        <Attendance>
          <Enrollment BeginDate="BOS" EndDate="EOS" DaysAttended="175.5"
            ExcusedDaysAbsent="3.5" UnexcusedDaysAbsent="1.0" />
        </Attendance>
        <SchoolUse Grade="03"/>
      </Student>
      <Student STN="000102004">
        <Attendance>
          <Enrollment BeginDate="01102007" EndDate="EOS" DaysAttended="93"
            ExcusedDaysAbsent="1" UnexcusedDaysAbsent="0" />
        </Attendance>
        <SchoolUse Grade="03"/>
      </Student>
      <Student STN="000102005">
        <Attendance>
          <Enrollment BeginDate="BOS" EndDate="10012007" DaysAttended="35"
            ExcusedDaysAbsent="0" UnexcusedDaysAbsent="0" />
          <Enrollment BeginDate="02152008" EndDate="EOS" DaysAttended="75"
            ExcusedDaysAbsent="5" UnexcusedDaysAbsent="0" />
        </Attendance>
        <SchoolUse Grade="03"/>
      </Student>
    </School>
  </Corporation>
</XIF_ATData>
```

### Common Scenarios

The following section contains several likely scenarios of student attendance and a description of how they would be reported.

#### Scenario #1: Traditional Student

Scenario: A student enrolls in a school at the beginning of the school year and attends the same school for the entire school year.

Reporting Result: This requires a single AT record for this student. The beginning date is the first day of school and the ending date is the last day of school. The totals are the total days attended, total days of excused absences, and total days of unexcused absences.

School #1 Data File:

0001,000102001,BOS,EOS,175.5, 3.5,1.0,03

#### Scenario #2: Student Transfers to another School in State

Scenario: A student enrolls in a school at the beginning of the school year and attends that school for a period of time. At some point during the school year the student transfers to another school within the state.

Reporting Result: This requires each school to submit an AT record for this student for the periods during which the student attended. The original school reports a record with a beginning date of the first day of school and an ending date the student transferred out. The record from the school the student transferred to would have a beginning date of the date the student transferred in and an ending date of the last day of school. Although these dates may overlap due to record keeping, the total of all days attended on all attendance records should not exceed the maximum instructional days.

School #1 Data File:

0001,000102001,BOS,01102008,85.5,1.5,0,03

School #2 Data File:

0002,000102001,01122008,EOS,93,1,0,03

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#### Scenario #3: Highly Mobile Student

Scenario: A student enrolls in a school at the beginning of the school year and attends for a period of time. The student then transfers to another school and attends for a period of time. The student eventually transfers back to the original school.

Reporting Result: This requires three AT records for this student. The original school submits two records, (i.e., one for each of the two different attendance periods). The first record contains a Beginning Date of the first day of school and an Ending Date of the date the student transferred to the other school. The second record submitted by the original school would contain a Beginning Date of when the student transferred back to the school and an Ending Date of the last day of school. The record submitted by the second school has a Beginning Date of when the student transferred in and an Ending Date of when the student transferred out. The total of all days attended on all attendance records should not exceed the maximum instructional days.

School #1 Data File:

0001,000102001,BOS,10012007,40,0,0,03

0001,000102001,11202007,EOS,85.5,1.5,0,03

School #2 Data File:

0002,000102001,10022007,11202007,35,0,0,03

#### Scenario #4: Kindergarten Student

Scenario: A student attends a.m. or p.m. kindergarten five days a week for a half day each day or “all day” kindergarten where they attend two full days and one half day per week, two days one semester and three days the next semester, or two days one week and three days the next week.

Reporting Result: The school reports the student as a half-day (.5) for each of the sessions the student is in attendance. If the student is in attendance for five half days or two and a half days in all day kindergarten, 2.5 days will be reported.

School #1 Data File:

0001,000102001,BOS,EOS,89.5,0.5,0,03

#### Scenario #5: Student Transfers In from Out of State during the School Year

Scenario: An out-of-state student transfers to an Indiana school at some point during the school year and attends the rest of the school year.

Reporting Result: The school goes to the STN Application Center and performs a “lookup” on this student for an existing STN Number. If no STN Number exists, assign the student an STN number and include the new STN in the monthly STN data update to DOE. The STN Lookup can be submitted for just this student. The school reports a single AT record for this student with a Beginning Date of the date the student transferred in to the school and an Ending Date of the last day of the school year.

School #1 Data File:

0001,000102001,01102008,EOS,93.0,1.0,0,03

#### Scenario #6: Student Drops Out or Transfers Out of State

Scenario: A student enrolls in a school at the beginning of the school year. At some point during the school year the student either drops out or transfers out of state.

Reporting Result: The school reports a single AT record with a Beginning Date of the first day of school and an Ending Date the student transferred or dropped out. If the student dropped out, a dropout record would be reported for this student on the DOE-DM report.

School #1 Data File:

0001,000102001,BOS,01102008,85.5,1.5,0,0,03

#### Scenario #7: Student simultaneously attends two or more schools.

Scenario: A student has "Shared or Dual Enrollment" because the student simultaneously attends two or more schools. A student usually attends one school the majority of the day, but leaves that building to attend a class or classes in another building. Students attending vocational schools for a portion of the day are included in this category.

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Reporting Result: The school where the student receives the majority of their education reports a single AT record for the total day. The attendance information submitted on this student is the responsibility of the "primary" school. The primary school for a student is to be determined by the following **order**: (a) the school has responsibility to determine if the student will be promoted to the next grade; (b) the school will issue a high school diploma to the student; (c) the student attends more than 50% of the day at the school; (d) the school is the school of legal settlement.

#### Scenario #8: Out-of-school suspension or expulsion.

Scenario: A student is suspended for 3 days or expelled for 10 days out-of-school and attends the entire year.

Reporting Result for Suspension: The student's days attended, excused days absent, and unexcused days absent will NOT include these three days. The school reports a single AT record with a beginning date of the first day of school and an ending date of the last day of school for the entire year. The days attended for this student are three days less than the school year. A suspension record would be reported on the DOE-EX/SU for this student.

Reporting Result for Expulsion: The student's days attended, excused days absent, and unexcused days absent will NOT include these ten days. The school reports a single AT record with a beginning date of the first day of school and an ending date of the last day of school for the entire year. The days attended for this student are ten days less than the school year. An expulsion record would be reported for this student on the DOE-EX/SU report.

#### Scenario #9: Student excused for educational function

Scenario: The student is in service as a page of the general assembly, serves on the precinct election board or during elections, was issued a subpoena to appear in court as a witness in a judicial proceeding or on active duty with the National Guard or attends any educationally related nonclassroom activity

Reporting Result: According to IC 20-33-2 Sec.14 to 17.5 the student is counted in attendance not as an excused absence.

### Change History

Version	Change History
03.31.08	Dates changed for 07-08 school year Scenario 9 reporting result changed
	Start of 07-08 School Year
05.29.07	Certification of Instructional Day link changed in Reference Section.
05.25.07	Instructions changed on Certification of Instructional days
04.20.07	XML change on GradeLevel to Grade
04.12.07	Date changes for 06-07 collection. Trial period with instructions and importance of participation changed Required collection period instructions changed Conflict resolution moved to top of the document Notes changed in Unexcused Days Absence field 7 Scenario #9 added
	Start of 06-07 School Year
05.09.06	Conflict Resolution instructions changed.
03.30.06	Notes added on grade levels PK and 13. Change in XML Grade tag. Added trial period, data will be deleted. Instructions changed to reference Attendance Input Form. Conflict resolution Instructions changed.
03.08.06	Grade level added. Collection period opened earlier for conflict resolution. DOE-PS is no longer a collaborative collection for DOE-AT.
	Start of 05-06 School Year
05.13.05	Conflict resolution instructions included.
05.10.05	Scenario 9 dropped.
04.14.05	Audience added, scenario 8 and 9 updated.
03.18.05	Fields 3 and 4 school year dates corrected. Scenario #8 and scenario #9 added.
02.29.05	Removed, collected on DOE-PS. Scenario #9 removed referred to grade level
	Start of 04-05 School Year